G. R. S. IX-5]

Previous references.

Gm 25—18. ll. 1
CB 170—18. ll. 1
~~Confdl. vol II~~

1919 : 20
(C. B.)

Later references.

File No. 40 163—19

Serial Nos. 1 4 2, 3

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1, 2, 3

Part B for March 19 20.

SUBJECT.

Memos regarding office procedure and routine.

W D 1250—GPB—30,000 28-1-19

G. R. S. III—1] 1919-20

GENERAL AND REVENUE SECRETARIAT.

(C. B)

NOTES.

File No. 40-19

FILE HEADING.

Memos regarding office procedure and routine.....

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

V

CB 40-19-221.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The accompanying Memo. No 28-34 dated 7/8/19 from the Income Tax Office re the Income Tax Offices to the Income is circulated to the Branches for information & Instn to the Secty Officer.

Registrar

HW 8/8/19

G.A. Circulate

Secty Officers + Branches CB

Chief Secty 8-8-19 HL

Revenue Secty

Exam Secty

Final Secty

Inty Secty

Efficiency Audit: Noted. Copy taken for Instn to D.S.

9.8.1919.

HW 8/8/19

Taken copy + handed to Mr. 878

9/8

9/8

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

To No 28-34.

REPLY.

(*To be written on this margin.*)

WD 243- GPB--2,000--2-8-18

3 CB 110
CB 40+91

Office of the Dewan of Mysore.

NOTE.

Dated 6th August 1919.

The following procedure will be adopted in future in the submission of papers to the Dewan from the Secretariats:-

1. very urgent cases which require the Dewan's immediate personal attention will be sent direct; in such cases the return of the papers will be watched by the Secretariat concerned;

2. other urgent and confidential files which require very early attention and personal communications will be sent to the address of the Private Secretary to the Dewan; and

3. all other papers will be sent in the ordinary course to the Dewan's Office.

By Order,

Ranganatha Rao Sahib
Private Secretary to the Dewan.

Chief Secretary to Government, with compliments.

CB
Note & circulate to Branches
& Sections.

8/8

4

General and Revenue Secretariat,

Bangalore, 15th August 1919.

ISSUED.

M e m o. 226
GB 40-19-2

In future the Registrar might himself grant privilege leave to the establishment of the General and Revenue Secretariat up to 15 days with the approval of the Secretariat officers concerned, provided that no acting arrangements are involved.

2. The papers may afterwards be submitted for ~~the~~ formal ~~perusal of the Secretaries concerned~~ approval & countersignature.

Chief Secretary to Govt.

5

G. R. S. III-2]

General and Revenue Secretariat. | CB - File No. 40 of 1919

Serial No.

There is a good deal of Stationery lying unused in the Offices of the various Secretariats (Civil) & the Govt. Secretariat. May I suggest that each Secy. keeps such of the articles in Civil Offices: keeping Govt. Secy. themselves.

CJJ

1268-70 8.3.20. With Compliments 8/3
CB 40-19-3. To Rly Secy
Ex A Secy
Jud Secy
Mil Secy CJJ
8/3 CJJ

Seen. Thanks. The procedure indicated is mostly followed in the Rly Sects.
bz
8/3/20.

Subd. to the Hon. Secy.
This is being done in the Hon Secy
RL 9.3.20

Hon'ble C.B.

NOTE—Contn. sheet.